

# Homeschool Christian Community of Everett (HCCE)

## POLICY STATEMENT

### Statement of Purpose

The purpose of HCCE is to aid and support the families of homeschooled children. We believe it to be the parents' responsibility to train their children in a godly manner and therefore fulfill the scriptures of Proverbs 22:6 and Deuteronomy 6:5–9. We seek to provide an atmosphere that will foster this training and that will glorify the Lord Jesus Christ in all we say and do.

We also believe the HCCE experience is just as much for the moms (and dads) as it is for the kids. We strive to create and maintain a family experience that encourages and uplifts one another in our individual homeschooling journeys.

### Statement of Faith

HCCE believes:

1. **Bible.** We believe that the Bible is the Word of God, without error as originally written. Its content has been preserved by Him and is the final authority in all matters of doctrine and faith—above all human authority. (John 17:17; 2 Tim. 3:16; Heb. 4:12; 2 Pet. 1:20–21; 3:15–16)
2. **God.** We believe there is no God but one: the infinite Designer, Creator, and Sustainer of all existence in this or any universe, from eternity past to eternity future. God's nature is Triune, that is, three perfect and eternal persons—Father, Son, and Holy Spirit—who are one, in being and in purpose. (John 1:1–3; 8:23–24; 10:30; Col. 1:16–19)
3. **Jesus.** We believe that God the Son entered the world as a man to die on the cross on our behalf. He lived and died as a sinless sacrifice in full payment of all our sin—both past and future—satisfying the demand of God's perfect justice. Jesus rose from the grave, authenticating His divine identity as our living Prophet, Priest, and King. (John 1:1–3, 14; Isa. 9:16; Matt. 1:21–23; Heb. 1:1–3; 4:14–15; 10:10–18)
4. **Forgiveness.** Based upon the penalty paid at the cross, we believe that the forgiveness of sins is granted by grace alone to those who receive it by faith alone. It must be received as an utterly undeserved gift or it cannot be received at all. All credit and glory are Christ's alone. (Isa. 1:18; Rom. 3:20–28; 4:16, 22–25; 6:23)

## Schedule

We meet every Monday, from 8:45 a.m. to 1:00 p.m. We have a fall term (11 weeks from September through November) and a spring term (12 weeks from February through May). We do **not** meet on the Monday after Easter during spring term.

Please sign in your family each week at the entrance table. Check to see if you are assigned for cleanup or lunch monitor that week.

- 8:45 – 9:00 a.m.** Chapel – please be prompt! This time is to prepare our hearts and share announcements. **Required!**
- 9:05 – 10:00 a.m.** 1st period
- 10:05 – 11:00 a.m.** 2nd period
- 11:05 – 12:00 p.m.** Lunch on campus
- 12:05 – 1:00 p.m.** 3rd period

A verbal warning will be given 5 minutes prior to the end of each class. You are still responsible for your children while on campus—please escort them to their classrooms and to the lunchroom as needed.

## Location

HCCE meets at Bible Baptist Church at 805 W. Casino Road, Everett, WA 98204.

Our website, where you can sign up to become a member of HCCE and register for classes, is <https://www.homeschool-life.com/WA/hcce/>.

You can find us on Facebook here: <https://www.facebook.com/HomeschoolChristianCommunityOfEverett/>.

If you have any questions, please email [HCCEverett@gmail.com](mailto:HCCEverett@gmail.com).

## Cost

There is a \$100 Facility Usage Fee per term per family. This fee covers facility rental, liability insurance, and community supplies.

All new parents must undergo a federal background check, including an online training for child safety and abuse prevention. There is an \$11 fee per person over 18 years of age for the background check, which must be redone every two years.

The Facility Usage Fee and the Background Check Fee together are considered the Membership Fees. Membership Fees may be refunded (less \$5 for handling) if you withdraw PRIOR to the close of registration. Once registration is closed, there will be NO refunds for ANY reason.

In addition to the Membership Fees, some classes may have a small fee to cover the costs of materials, as set by the teacher. Class Fees can range from about \$3.00 to \$15.00. We try to keep the cost of supplies and materials low. Some classes may require additional books.

You may choose to pay online using PayPal, mail a check, or deliver cash in person to the Treasurer. The Membership Fee must be paid (postmarked, if mailing a check) within 3 days of your online registration submittal. Class Fees are due within 2 days of the close of registration. If payment is not received, your class slots will be dropped.

There will be NO refund of Class Fees after payments have been sent to teachers. If a student must switch classes after teacher payments have been released, the first teacher will keep their fee and you will pay the new teacher their class fee as well. (Requests to change a class must be approved by both teachers and the Advisory Board.)



## Classes and Registration

HCCE is intended for families with homeschool students who are at least Kindergarten age (minimum age is 5 years old). Babies, toddlers, and preschoolers are welcome to attend **provided** an older sibling in K–12<sup>th</sup> grade is enrolled as well. This rule exists to make sure homeschooling families who have older **and** younger kids are able to register their entire family. HCCE is not designed to be solely a cheap nursery or preschool option.

Our classes are generally divided into the following age groups: Nursery Room, Toddler (2–3 years old), Preschool (4–5 years old), K–2<sup>nd</sup>, 3<sup>rd</sup>–5<sup>th</sup>, 6<sup>th</sup>–8<sup>th</sup>, and 9<sup>th</sup>–12<sup>th</sup>. Currently, one Toddler class and one Preschool class are offered during each class period. There are typically three class choices per period for the other grade divisions. We are excited about the possibility of future growth to allow for even more choices across all age groups.

There is an online Wait List in the event your first choice class for a period is full. If you cannot register for your first choice class, pick a second choice class and then register on the Wait List as well. If space becomes available, we will **only** choose from those registered on the Wait List.

Parents are required to help out in some way, either by teaching a class (starting their second term) or by helping in a class (or the Nursery Room) for each period. Teachers

should clearly communicate what they expect and need from their helpers, and in return, helpers should be ready to assist the teacher in class each Monday. Again, we depend on each person's willing participation. You can express your preference for where you would like to help during the online registration process.

Parents who have already attended HCCE for at least one term are encouraged to teach a class (or co-teach a class). Co-teaching is a great way to do your part without taking on the work of a full class load. If you're thinking of teaching for the first time, consider asking someone to co-teach with you!

When trying to decide what sort of class to teach, consider subjects that you are passionate about or have particular skill in. Parents often teach a class on a subject that their child needs to cover. Many curricula can be adapted easily to a classroom setting; look through curricula or materials that you already own for ideas! Also consider re-teaching a class you have taught in the past.

Once you know what you would like to teach and for which age group, simply fill out the Class Description Form on our website. Consider which supplies you'd like your students to bring with them each week, and which materials you will be providing yourself. You can charge a small class fee to cover the materials you will need to purchase. However, if the class fee is \$15 or more, an explanation and detailed description justifying the cost will be required. Be sure to specify how many hours of homework (if any) you expect your students to do at home each week. You may also choose to offer credit for students who satisfactorily complete your high school class.

### **Facility Use Guidelines**

1. The church's consumable supplies (paper, markers, etc.) are not for our use. Any non-consumable items (game tables, telephone, copy machine, coffee pots, toys, etc.) are used only by permission granted and agreed upon in our contract with the church. If in doubt, ask a member of the Advisory Board.
2. Absolutely **no** food or drink (including water!) allowed in the sanctuary. The stage and the podium are off limits. Church staff will be working in the second floor offices—please be quiet while in that area.
3. Play-Doh and other such substances are strictly prohibited.
4. No burning of materials or exploding science projects in the building.
5. Only adults are to be in the kitchen, except during a specific class.
6. Children must be in their assigned class at all times (unless going to the restroom or traveling between classes). Children not in class are the responsibility of their parents (or another adult appointed by the parent).
7. Children under 8 years of age are to be accompanied to the restroom from the classroom by a classroom helper or parent.
8. Leave the spaces you use as clean or cleaner than you found them. Clean up your lunch space and throw away your trash. At the end of the day, we will leave the facility clean by: vacuuming, sweeping, and/or mopping the floors; turning the

lights and heaters off; cleaning the bathrooms; emptying the garbages; and wiping down the counters.

## Participation Policy

**All adults participating in HCCE are to complete the background check and the online child safety training prior to the beginning of the term.** If these are not completed before the second Monday of the term, you will not be allowed to complete the term and your fees will be **forfeited**.

HCCE depends on parental participation. Parents/guardians must remain on site with their children at **all** times. This is a place for you and your child to participate with other similarly minded parents and children; it is **not** a drop-off facility!

Families are expected to attend for the entire HCCE day. Opting out of a class period is not allowed. (The Advisory Board will consider a Medical Exemption if provided with a medical note; in the case of a medical exception, the Membership Fees will still be required in full.)

Since HCCE cannot function without the dependable participation of all families involved, please plan on no more than **two scheduled absences** per term. You will be asked to provide the dates you will be absent. Notify the class teacher as well so she (or he) can plan ahead.

If, due to an emergency or illness, you are unable to be present for any class, contact the HCCE Attendance Coordinator as soon as possible.

If this emergency or illness affects only the parent, but not their student(s), the parent may send their student(s) who are at least 8 years old to HCCE for the day with an attending adult who will take responsibility for them. This must be an adult that the child and the parent know, and with whom the child is comfortable. Children 7 years and younger may not be sent to HCCE without their parent or guardian. Again, please notify the HCCE Attendance Coordinator as soon as possible if such an occasion should arise.

Even if there is more than one helper in the class, the instructor has planned for a certain number of helpers, and your assistance is needed and appreciated!

Our day begins at 8:45 a.m. in the chapel. Please make every effort to arrive on time. Chapel is a time when we prepare for the day with prayer as well as share important announcements and any changes in our schedule. While we understand that life can get in the way at times, it is important that you attend chapel and try to be on time.

If you need to set up your class early, please come **before** chapel and do not send unattended children to the classroom to do this for you.

Students must remain in class for the full class period. No early dismissals! Students must be in groups of three or more at all times, unless adults are present. This is a closed campus. Students are not allowed to leave the premises during HCCE hours.

Adults are never to be alone in a classroom with students. There must be two or more adults in a classroom at all times. In the event we are shorthanded due to absences and we cannot fully staff classrooms, we may combine classes or require that the classroom door remain open. This is to protect the adults, not just the kids.

Diapers will only be changed by the parent. The parent will be retrieved from their classroom if the need arises. Changing tables are available, but parents are expected to bring their own supplies.

At the end of 3rd period, restore your room to its original condition. A vacuum is available. A sign in the classroom will indicate how the chairs and tables are to be left. Please turn off the heat, close the windows, and close the door after class. Empty the classroom's trash can and put the trash bag in the hallway. Promptly report any facilities issues or damage to a member of the Advisory Board.

Children 11 years old or older (or 6<sup>th</sup>-12<sup>th</sup> grade) will be assigned at least two Mondays per term when they will be responsible for cleaning and putting the church back in order at the end of the day (which means you need to plan on being the last ones out the door on "your day"). The kids are the ones to clean, while the adults assist and focus the kids on their cleaning tasks. A list of responsibilities will be provided. One parent will be assigned the role of Clean-up Coordinator for the day; parents should ensure their children report to this Clean-up Coordinator for their tasks until the job is completed. Many hands make the burden light.

Those parents with younger children will be assigned to serve as lunch monitors, supervising the kids outside.

### **Lunchtime Policy**

Lunch period starts at 11:05 a.m. and ends at 12:00 p.m. Outdoor play areas will open at 11:20 a.m. so that lunch monitors have time to eat; however, children may go outside at any time IF they are accompanied by their parent. All children 7 and under MUST be accompanied by their parent when outside.

Parents of children 6<sup>th</sup> grade and younger share lunch monitor duties during the term. There are typically four lunch monitors assigned every week, and each has a set location. The locations are: parking lot (pl), plaza (p), between the annex and volleyball court (av), and grassy area south of the volleyball court, near Casino Road (svb). Monitors are free to switch locations with each other. Reminders are sent every week via email as well as posted in our Facebook group. If you are unable to monitor, please make arrangements to switch dates with another parent. Be prepared to carry out your duties regardless of weather!

Lunch monitoring consists of maintaining the boundaries of the play areas by making sure children don't go out and no one comes in. Lunch monitors also keep an eye on interactions so the play is enjoyable and safe for all. Lunch monitoring is not babysitting. Parents are fully responsible for their children during this time. Monitors simply ensure that no one leaves the area and no one gets seriously injured.

Please supervise your own children. Do not rely on the lunch monitor to police them. Your children are your responsibility.

If a child does not respond to the lunch monitor, the child may be returned to the parent.

Lunchtime areas are **only** the Fellowship Hall and designated outdoor play areas. Playing in and around the vehicles is not allowed.

There is no refrigerator or oven available for our use. Please plan accordingly.

Clean up after yourself. Throw your trash away and wash any dishes that you use. The lunchroom is used for classes—leave it in better condition than you found it.

### **Dress Code Policy**

Without making this too complicated, here are some guidelines to follow for both kids and parents:

1. Undergarments (such as bra straps, underwear, etc.) need to remain undergarments. Please make sure they stay covered—guys and girls!
2. No cleavage. No low-rise pants that reveal more than we want to see.

In a nutshell, cover up. If you can raise your hands and see mid-section, wear a longer shirt. If you bend over and your front or backside is exposed, wear a longer shirt. Leggings are great beneath skirts. No short shorts.

### **Conflict Resolution**

In the case that an issue arises between people, we encourage the affected parties to first go to one another privately to work out a solution before involving others. This can prevent rumors and gossip from spreading. Usually small issues can be resolved by simply going to each other, in grace and love, and working it out before involving the Advisory Board.

If you are uncomfortable or uncertain about approaching the other party, please let someone on the Advisory Board know and we can assist with resolution.

## **Behavior and Discipline Policy**

We expect our students to respect their teachers and each other. But since we know that they are kids, and they are going to mess up at times, the following steps are in place and will be enforced if the need arises:

1. First Offense – The student receives a clear warning from the teacher, classroom helper, or lunch monitor. Always be loving and grace-filled, but firm.
2. Second Offense – The student is removed from the class or playground and must remain with his or her parent for the rest of the HCCE day.
3. Third Offense – The student and parent(s) will have a meeting with two members of the Advisory Board and the teacher. This is a time to discuss if the student wants to remain in class and is willing to change his or her behavior. The student will not be allowed to return to that particular class until this meeting occurs. If the student wishes to return to class the following week, he or she will be expected to follow the rules and guidelines of HCCE. If the situation does not improve and continues, the student will be removed from HCCE for the remainder of the term with no refund of fees.

We are a grace-filled community. Every week is a new week, and every term is a new term. We will, and want to, extend grace to everyone at HCCE. We will not hold grudges or think less of a child who is struggling.

## **Physical Conflict Policy**

We have a zero tolerance policy in the case of physical conflict at HCCE. In the event of a physical altercation, the following steps will be taken:

1. No warning—there will be immediate removal of parties involved from the classroom or playground. Students will remain with parents for the remainder of the HCCE day.
2. Inform the HCCE President and Vice-President immediately.
3. All parties will meet separately with their own parents(s), the instructor, and the HCCE President and Vice-President to resolve the issue.
4. If the student wishes to return to class the following week, he or she must agree to follow the rules and guidelines of HCCE.
5. If there is another infraction, the parent will remove the student from HCCE for the remainder of the term with no refund of fees. Another meeting with the HCCE President and Vice-President will be required before the student is allowed back into HCCE for future terms.

## **Electronic Device Policy**

**Students** – No use of electronic devices in class, UNLESS the teacher authorizes it. The teacher has the authority to take the device for the duration of class if it is being used without permission.



**Adults** – Phones and devices must be on either **silent** or **vibrate**. Please use them responsibly and respectfully. If a very **urgent** call comes in during chapel or class, go out into the hall to answer it. **Remember, teachers are expecting you to help them during class.**

### **Unregistered Students**

Emergency situations may arise in which a family may need to bring children who are not registered HCCE students. If this happens, please request approval from the Advisory Board as well as the class teachers for the extra students.

### **Wellness Policy**

Please do not bring your child to HCCE if he or she has any of the following:

- Temperature of 100 degrees or higher
- Green discharge from the nose
- Pink eye
- An unidentified rash, especially when accompanied by a fever
- Vomiting or diarrhea
- A productive cough with a fever
- A sore throat with a fever
- Head lice: We ask that there be 3 days of clean comb-outs before attending HCCE. Prevention is key! Remind your students not to share hats or coats, not to braid or brush each other's hair, and to keep their hair tied back.

In general, a child should be symptom free for 24 hours before attending HCCE.

Please call the HCCE Attendance Coordinator ASAP if you will be absent.

If your child becomes ill while at HCCE, notify a member of the Advisory Board and then feel free to take your child home for the day. We will make any necessary adjustments to cover for you.

### **Snow Days**

HCCE follows the Mukilteo School District's snow policy. If Mukilteo schools are closed or delayed, we will not meet.

For those who live in outlying areas who cannot make it in the event of snow, please contact the HCCE Attendance Coordinator ASAP.

**Thank you for teaching and volunteering! YOU make our community amazing!**

**The HCCE Advisory Board**